

# CALIFORNIA STATE PARKS DIVISION OF BOATING AND WATERWAYS

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## Quagga and Zebra Mussel Infestation Prevention Grant Program (QZ Grant Program)

April 13, 2023

[www.dbw.parks.ca.gov/QZGrant](http://www.dbw.parks.ca.gov/QZGrant)  
[QZGrant@parks.ca.gov](mailto:QZGrant@parks.ca.gov)



# INTRODUCTIONS

- ▶ **Division of Boating and Waterways QZ Grant Team:**
  - ▶ Edward Hard, Chief, Aquatic Invasive Species Branch
  - ▶ Cara Roderick, Senior Environmental Scientist Supervisor
  - ▶ Timothy Giles, Park and Recreation Specialist
  - ▶ Mike Rodriguez, Environmental Scientist
- ▶ **California Dept of Fish and Wildlife:** Elizabeth Brusati, Senior Environmental Scientist (Specialist); HQ & Regional Staff



# AGENDA

## ▶ Program Overview

- ▶ Program Metrics/History
- ▶ Program Authority and Eligibility
- ▶ Tier 1 vs Tier 2 Requirements
- ▶ Project Selection Criteria/Higher Priority Projects
- ▶ Requirements if Awarded
- ▶ Templates, Revisions Since Last Year, Highlights and Recommendations
- ▶ Timeline
- ▶ (Break)

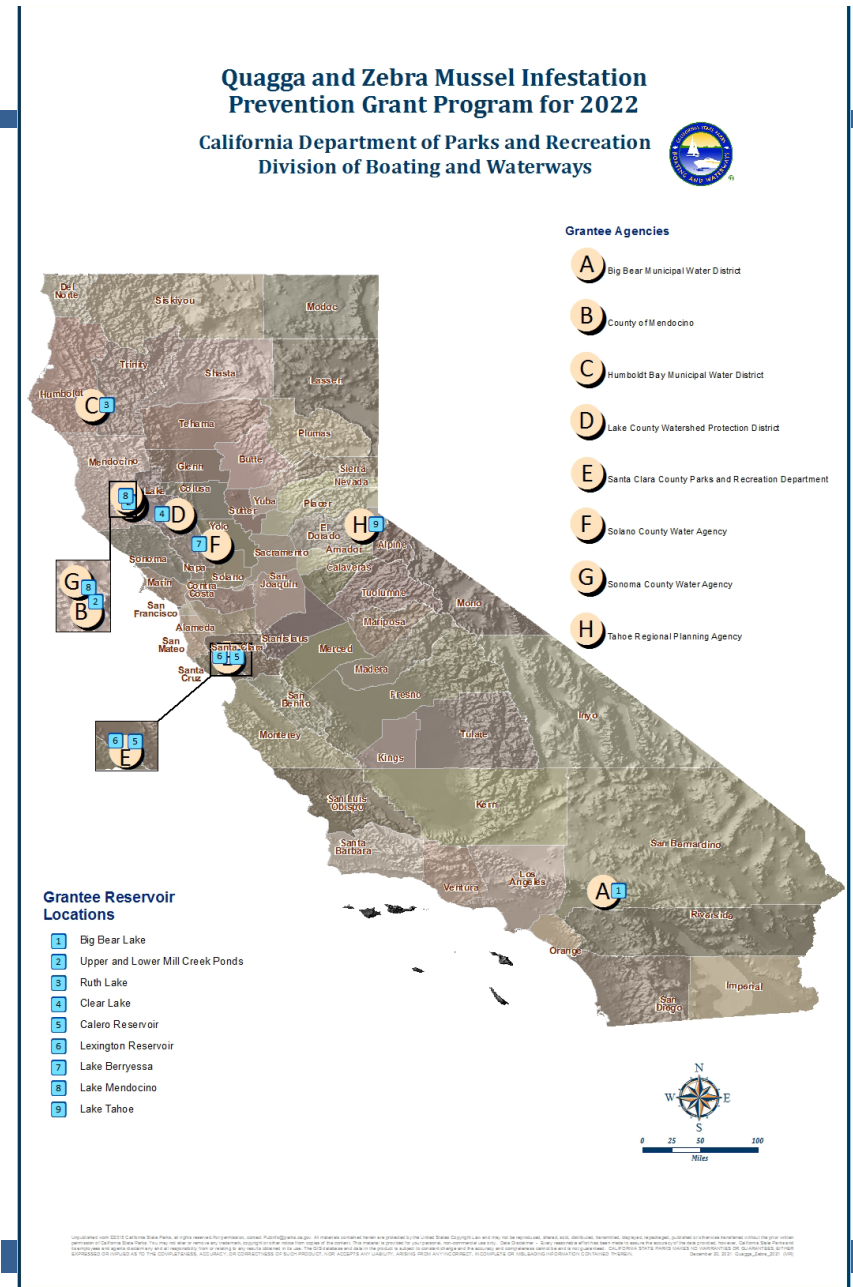
## ▶ OLGA Application

- ▶ Overview, Notes, and Reminders
- ▶ Entering Application Info, Uploading Docs, Saving & Validating, Submission (confirmation e-mail from OLGA)
- ▶ Q/A



# PROGRAM METRICS/HISTORY

- ▶ For 2022:
- ▶ Received 10 Applications from 8 Applicants
- ▶ 10 Projects Funded
- ▶ \$2.96 M Awarded



# PROGRAM METRICS/HISTORY (CONT.)

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Grant funding to date (since the first Grant Cycle in 2014/2015):

- ▶ 95 Projects
- ▶ 62 Reservoirs
- ▶ 42 Agencies
- ▶ Total Award: \$21.8 Million



# PROGRAM AUTHORITY

- ▶ Harbors and Navigation Code, Section 675, et seq.
  - ▶ Funding source – the state mussel sticker
  - ▶ \$3 million available for this Grant Cycle
- ▶ California Code of Regulations Title 14, Section 5200.5 et seq. and Section 5300 et seq.
- ▶ Fish and Game Code, Section 2302
- ▶ QZ Grant Program Guidelines: Available on our website



# GRANT ELIGIBILITY

1. Applicant is an owner or manager, of *any aspect of the water*, in a reservoir
  - ▶ Documentation required (with applicable sections called out)
  - ▶ Resolution or Letter of Approval
2. Reservoir, as defined by Water Code section 6004.5, is open to the public for recreation
3. Un-infested reservoir
  - ▶ Monitoring data no older than March of the previous year, based on the CDFW monitoring protocols



# GRANT ELIGIBILITY (CONT.)

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## Eligible Applicants

- ▶ Cities
- ▶ State
- ▶ Federal
- ▶ Counties
- ▶ Districts (such as a Park or Water District)



# TIER 1 VS TIER 2

## Tier 1 – Planning/Assessment Projects

- ▶ Preparation or improvement of a Prevention Plan
- ▶ \$200,000 max funding available per project

## Tier 2 – Implementation Projects

- ▶ Must have a CDFW-accepted Prevention Plan to qualify
- ▶ Projects that implement the Prevention Program/Plan
- ▶ \$400,000 max funding available per project
- ▶ No match required



# TIER 2 - NEED CDFW LETTER

## CDFW Prevention Plan Review

- ▶ Required by CDFW regulations effective 2016
- ▶ Submit Plan to CDFW Regional Scientist
- ▶ Comments returned
- ▶ Resubmit plan
- ▶ CDFW sends acceptance letter
- ▶ Don't delay! Letter required by application deadline for Implementation Project applicants, even if you have an older Prevention Plan



# TIER 1 – PLANNING/ASSESSMENT PROJECT IDEAS

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Project Examples – See Guidelines, Section 4.1

- ▶ Revision or Preparation of a Prevention Plan
- ▶ Early-detection mussel monitoring
- ▶ Water chemistry monitoring
- ▶ Personnel time and travel (such as mileage), specifically related to the above activities



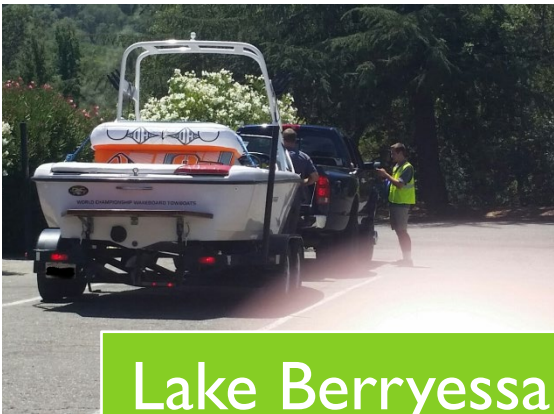
# TIER 2 – IMPLEMENTATION PROJECT IDEAS

## Project Examples – See Guidelines, Section 4.1

- ▶ Wash down lanes
- ▶ Installation of ramp entrance mechanical arms
- ▶ Cleaning/decontamination
- ▶ Staging/holding area
- ▶ Staffing (including overtime)
- ▶ Post/board signage
- ▶ Early-detection mussel monitoring and water chemistry monitoring
- ▶ Outreach



# PAST FUNDED TIER 2 PROJECTS



Lake Berryessa



Clear Lake



Camanche Lake



# NON-REIMBURSABLE COSTS/ ITEMS

See Guidelines, Section 4.2

- ▶ Costs incurred outside of the terms of the Grant Agreement
- ▶ Overhead costs which would otherwise be ongoing monthly costs (i.e. utilities, electricity, telephone, water, and fuel)
- ▶ Personnel leave time (sick leave/vacation)
- ▶ Time spent enforcing the state mussel sticker by Law Enforcement or any staff time spent enforcing a local mussel sticker
- ▶ Payments of principal or interest of existing indebtedness
- ▶ Purchase of vehicles or watercraft (lease okay)
- ▶ Establishing a reserve fund
- ▶ Incentives for outreach



# EARLY-DETECTION MUSSEL MONITORING DATA

## Early-Detection Mussel Monitoring (EDMM)

- ▶ Provide what you have, in the application
- ▶ If awarded: DBW follows CDFW's "Recommended Minimum Dreissenid Mussel Early Detection Monitoring"  
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=180290&inline>  
Note: This may be a different monitoring prescription than CDFW accepted in your Prevention Plan.
- ▶ See DBW's website for an EDMM fact sheet – for awardees
- ▶ Discuss Qs with your CDFW Regional Scientist



# EARLY-DETECTION MUSSEL MONITORING DATA (CONT).

- ▶ Applicants can upload their CDFW-required annual report in support of their mussel monitoring data
- ▶ If using own format, the data submitted must include:
  - ▶ Reservoir Name
  - ▶ Reservoir County
  - ▶ Sampling date
  - ▶ Sampling sites within reservoir (latitude and longitude)
  - ▶ Name and contact info of person who conducted sampling
  - ▶ Sampling method type
  - ▶ Sampling method used
  - ▶ Results of field sampling



# APPLICATION REQUIREMENTS

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- ▶ Refer to Section 3.0 Application Requirements in the Guidelines for a full list of required documents



# PROPOSAL LIMITATIONS

- ▶ Only one Project per application (either a Tier 1 or a Tier 2 Project)
- ▶ Applications with more than one reservoir must carry out the same Project at both reservoirs
  - ▶ ex: If the Project is for a Tier 2 Implementation Project involving watercraft inspections, then this Project needs to be the same at both reservoirs.
  - ▶ A Tier 1 Project can include *more than 2* reservoirs per application
  - ▶ A Tier 2 Project can include *up to 2* reservoirs per application
- ▶ Can submit more than one application; if so, must prioritize in the On-Line Grant Application (OLGA) system



# PROJECT SELECTION CRITERIA

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Scoring and Ranking – refer to the Guidelines, Section 6

- ▶ Completeness of application
  - ▶ Value of Project for infestation prevention and technical feasibility
  - ▶ Project goals, task deadlines
  - ▶ Demonstrate likely success within the two year Grant Term
- 
- ▶ DBW/CDFW Scoring and ranking document is available at our website



# HIGHER PRIORITY PROJECTS

See Guidelines, Section 6.2

*For either Tier 1 or Tier 2 Projects, higher priority for funding is given to Projects that demonstrate the following:*

- ▶ Higher risk of infestation based on the risk of mussel introduction.
- ▶ Coordinates with multiple agencies and/or entities on a regional scale
- ▶ Application demonstrates the unique economic, ecological, recreational impacts to rural and urban reservoirs and is incorporated into the Prevention Plan.



# HIGHER PRIORITY PROJECTS (CONT.)

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*For Tier 2 Projects, higher priority for funding is also given for:*

- ▶ Higher risk of mussel establishment based on water chemistry.
- ▶ If the Project involves significant construction or ground disturbance, then the CEQA/NEPA process and documentation of such, have already been completed and the documentation will be uploaded into OLGA.



# QUESTIONS

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- ▶ Are there any questions?



# REQUIREMENTS FOR TIER 1 & 2 PROJECTS - **IF AWARDED**

See Guidelines, Section 7

- ▶ The line item and task budgets and the Scope of Work must remain consistent
- ▶ Quarterly Progress Reports and invoicing, annual report, project summary, draft final/final report, final project certification
- ▶ Early-detection mussel monitoring data reported with each Quarterly Progress Report.



# ADDITIONAL REQUIREMENTS FOR TIER 2 PROJECTS - **IF AWARDED**

See Guidelines, Section 7.0

- ▶ Post funding signage within first year of the grant and include DBW's logo and funding statement on agency's webpage.
- ▶ If applicable: Provide data from ramp monitor contacts for inspection/decon activities
- ▶ If applicable: Provide copies of final CEQA/NEPA documentation
- ▶ Outreach is covered in the next slide.

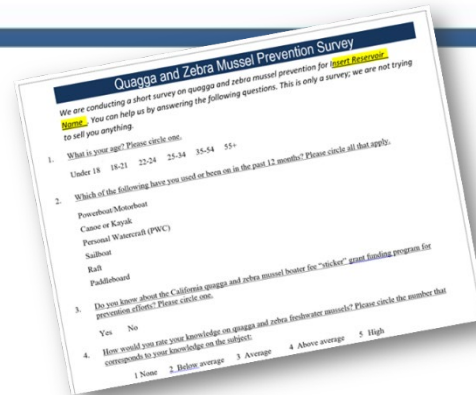


# ADDITIONAL REQUIREMENTS FOR TIER 2 PROJECTS - IF AWARDED

## OUTREACH

### See Guidelines, Section 7.2

- ▶ Participate in at least three community outreach events during term of grant (in person and/or virtual)
- ▶ Construct a Survey Plan and a Survey and disseminate to the waterway users (templates are available)
- ▶ Educate boaters about the role they play in prevention such as Clean Drain and Dry



# TEMPLATES & SAMPLE DOCS

Templates/samples make it easy for **Grantees**:

- ▶ Survey Plan
- ▶ Survey and sample quiz
- ▶ Outreach and Education Event Report
- ▶ Quarterly Progress Report
- ▶ Annual Report
- ▶ Final Report
- ▶ Project Inspection and Certification Form
- ▶ Contractor's Release Form
- ▶ Payment Request Form and "GETS" Spreadsheet



# QUESTIONS

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- ▶ Are there any questions?



# REVISIONS SINCE LAST YEAR

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- ▶ Provide Payment Requests within 30 days of the Quarterly Progress Report (QPR) deadline, instead of on the same day as the QPR.
- ▶ Clarification of accepting insurance requirements for self-insured agencies.
- ▶ Early-Detection Mussel Monitoring will need to be reported with each Quarterly Progress Report. (No change to the monitoring protocol.)
  - ▶ Templates will be updated to reflect this change.



# REVISIONS SINCE LAST YEAR (CONT.)

- ▶ OLGA will only allow PDF documents to be uploaded.
- ▶ Grantee webpage-mention of the Grant Program will be due at the time of the annual report vs at the end of the grant.
- ▶ Further refinement of language for federal agency applicants.
- ▶ Further refinement of launch ramps and parking lots as non-reimbursable items.
- ▶ Further refinement that (receipts/paid invoices) are required to demonstrate Payment Requests qualify for reimbursement.



# HIGHLIGHTS

- ▶ MUST submit all information into OLGA by the application deadline; upload docs in PDF!
- ▶ Upload letter from CDFW for Tier 2 Projects with Prevention Plan – even returning applicants
- ▶ Must prioritize if submitting more than one application
- ▶ Upload early-detection mussel monitoring data no older than March of previous year
- ▶ List out materials/supplies in OLGA
- ▶ If you will use consultants, know that only work completed during the grant term can be reimbursed.



# HIGHLIGHTS (CONT.)

- ▶ Resolution (draft or final) or Letter of Approval (final) - use the most recent sample provided
- ▶ Narratives - Project Description, Scope of Work (SOW), and Table of Deliverables (TOD) – don't forget to fill out the outreach events in the TOD!
- ▶ Line Item and Task Budgets must align with each other and the SOW
- ▶ All types of staffing (seasonal, permanent, consultants): leave time is not covered
- ▶ Upload all Management/Owner Documentation and highlight applicable sections.



# RECOMMENDATIONS

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- ▶ Obtain QZ Grant information, including the Guidelines
- ▶ Start the process early
- ▶ Watch the OLGA Instructional Webinar
- ▶ Review the completed application package to ensure that all the required documents are attached before the deadline



# TIMELINE

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- ▶ OLGA opened for Application Submission: April 10, 2023
- ▶ Presentation: April 13, 2023
- ▶ Project applications: Upload into OLGA no later than May 19, 2023, by 5 p.m. PDT
- ▶ Notification of award decision: September 2023
- ▶ Grant Approved/Encumbered: October 2023
- ▶ Grant Expiration/Project Completion: October 2025



# BREAK

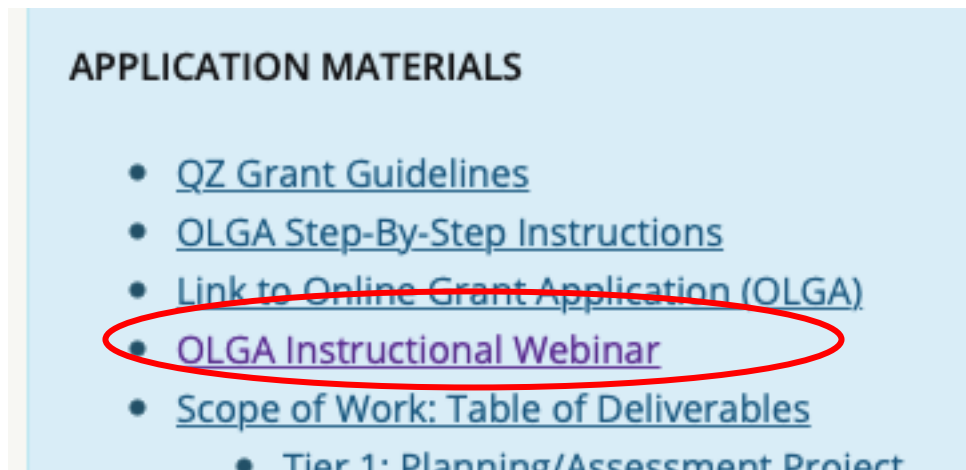
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- ▶ We are taking a break.
- ▶ When we return, we will address questions.
- ▶ Then we'll discuss OLGA Review and Information.



# OLGA OVERVIEW

- ▶ By now you should have read the OLGA “Step by Step Instructions” found on the QZ webpage about how to register and use the online application program and have registered for OLGA access.
- ▶ For general OLGA instructions, please refer to the [OLGA Instructional Webinar](#) on the DBW QZ website under Application Materials ([http://dbw.parks.ca.gov/?page\\_id=28822](http://dbw.parks.ca.gov/?page_id=28822)).




# OLGA WEBINAR NOTES

- ▶ In regards to the instructional webinar, there are a few things to keep in mind:
  - ▶ The webinar uses other DBW grants (not the QZ grant) as examples. Make sure that when you start an application you select the QZMIP-23 Grant Program.
  - ▶ The webinar shows Leticia Padilla as a contact for the QZ Grant Program. The current contact for the QZ Grant Program is Timothy Giles.
  - ▶ The last section of the webinar (last 5 minutes) does not apply to the QZ Grant Program. The QZ Grant award notices and executed grant agreements are emailed. Notifications are not sent via OLGA. The only email you will receive from OLGA will be confirmation that your application was submitted.



# OLGA REMINDERS

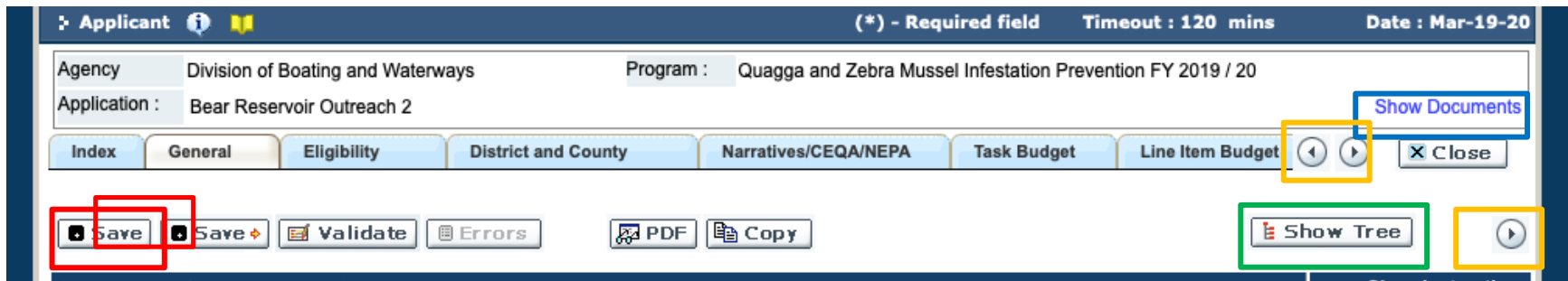
## ▶ Entering Application Information

- ▶ Anything with an asterisk (\*) must be filled out.
- ▶ When applicable, upload documents in PDF where there is a blue arrow. 
- ▶ Do not use the back arrow of browser – it will boot you out of OLGA
- ▶ Documents specific to the QZ Grant are available in the [Show Documents](#) link (see [blue](#) box in screen shot on next slide). Please review each of the documents listed as they provide important information that you need to know while applying.
- ▶ The Show Tree (see [green](#) box in screen shot on next slide) is a useful way to navigate through pages you've already worked on.
- ▶ The navigational arrows next to blue tabs ([orange](#) box) help you go from one section (tab) to another, **or** from one page to another in each tab ([orange](#) box near Show Tree).



# OLGA REMINDERS (CONT.)

- ▶ Entering Application Information (cont.)
  - ▶ Always Save your work on each page (see red box below).



The screenshot shows the OLGA application interface. At the top, it displays 'Applicant' with a user icon, a status bar with '(\*) - Required field', 'Timeout : 120 mins', and 'Date : Mar-19-20'. Below this, the 'Agency' is 'Division of Boating and Waterways' and the 'Program' is 'Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20'. The 'Application' is 'Bear Reservoir Outreach 2'. A row of tabs includes 'Index', 'General', 'Eligibility', 'District and County', 'Narratives/CEQA/NEPA', 'Task Budget', and 'Line Item Budget'. A 'Show Documents' button is to the right of the tabs. Below the tabs, a row of buttons includes 'Save' (highlighted with a red box), 'Save +', 'Validate', 'Errors', 'PDF', and 'Copy'. To the right of these buttons are a 'Show Tree' button (highlighted with a green box) and a right arrow button (highlighted with a yellow box). A 'Close' button is also visible.

- ▶ Validate when you finish each section (tab) and correct any errors.
- ▶ Grant Application Submission
  - ▶ You must be in preview mode in order to submit application. When in preview mode, make sure to save a copy of your application and review the application before submittal. Ensure attachments uploaded correctly. Once you submit, you will receive confirmation that the application was submitted.



# OLGA – TASK BUDGET DETAIL

- ▶ Please list all materials and supplies that you are requesting funding for in the Task Budget and the Line-Item Budget. Do not just write “etc.” See Task Budget example below for Applicant Expenses.

**Division of Boating and Waterways**

Task Budget | Timeout : 119 mins | Date : Mar-18-20

Agency : Division of Boating and Waterways | Program : Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20  
Application : Bear Reservoir Outreach 2 | [Show Documents](#)

Index | General | Eligibility | District and County | Narratives/CEQA/NEPA | Task Budget | Line Item Budget | Close

Save | Save+ | Validate | Errors | PDF | Copy | Show Tree

**1. Task and Budget (1)** | [Show Instructions](#)

		Total Cost (\$)	DBW QZ Grant Funding (\$)	Del	
Total Personnel Expenses		25,000.00	25,000.00		
<b>Applicant Expenses</b>					
Materials / Supplies 1 (Field)	canopy, tables, chairs, hats, jackets, tshirts, hand sanitizer	550.00	550.00	X	
Materials / Supplies 2 (Office)	paper, pens, pencils, notebooks, clipboards, folders, paperclips	250.00	250.00	X	
Equipment				X	
Travel				X	
Total Applicant Expenses		800.00	800.00		
Professional Services - Consulting	Hours	Salary (\$/hour)	Total Cost (\$)	DBW QZ Grant Funding (\$)	Del



# OLGA – LINE-ITEM BUDGET DETAIL

- ▶ Please list all materials and supplies that you are requesting funding for in the Task Budget and the Line-Item Budget. Do not just write “etc.” See Line-Item Budget example below for Applicant Expenses.

**Budget Detail** Timeout : 120 mins Date : Mar-18-20

Agency : Division of Boating and Waterways Program : Quagga and Zebra Mussel Infestation Prevention FY 2019 / 20  
Application : Bear Reservoir Outreach 2 [Show Documents](#)

Task Budget Line Item Budget Other Information Certifications

Save Save + Validate Errors PDF Copy Show Tree

**13. Budget Detail** Show Instructions

Category : Materials / Supplies (Applicant) Type : Expenditure  
Classification Seq. : 2 Sub Type : Direct Narrative :

Description	Total	DBW QZ Grant Funding	Notes
Materials / Supplies (Field) canopy, tables, chairs, hats, jackets	550.00	550.00	
Materials / Supplies (Office) paper, pens, pencils, notebooks, clipboards	250.00	250.00	
<b>Totals :</b>	<b>800.00</b>	<b>800.00</b>	



# CONTACT INFORMATION

## DBW's QZ Grant Program

- ▶ QZGrant@parks.ca.gov
- ▶ [www.dbw.parks.ca.gov/QZGrant](http://www.dbw.parks.ca.gov/QZGrant)
- ▶ 888-326-2822



Prop with Mussels

## CDFW Invasive Species Program

- ▶ Invasives@wildlife.ca.gov
- ▶ Regional Staff contact list:  
<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=4955&inline>
- ▶ 866-440-9530

